Initial apology before submitting evidence or explanation

Subject: Apology for Speeding Violation [Ticket Number]

Dear Officer,

I am writing to apologize for a speeding incident on [Date]. I am currently gathering the required documentation to submit alongside this apology and will provide it promptly.

Please accept this preliminary apology as a demonstration of my commitment to rectify the situation.

Thank you,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/apology-letter-for-speeding